

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PHYSICAL PLANT SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise and direct the overall operation and maintenance of a physical plant at a state facility or office complex. Duties include responsibility for the operation and maintenance of a power generating plant, electrical and mechanical building maintenance, general building maintenance, and ground's maintenance. Employees may also have responsibility for a motor pool, an automotive repair facility, a sewage plant operation, a fire and safety unit, or related areas. Employees plan and coordinate the work of a variety of skilled, semi-skilled, and unskilled trades persons and their supervisors in a wide variety of building trades and maintenance activities.

There are two classifications in this job. Level determination is based on the amount of responsibility involved in supervising and directing the operation and maintenance of the physical plant. This responsibility is determined by criteria which measures the size and diversity of the physical plant operation. The criteria include the number and size of operating units supervised; the number of people supervised; the number of different classifications comprising the physical plant staff; and the size of the budget appropriated for the operation and maintenance of the physical plant.

Position Code Title – Physical Plant Supervisor-1

Physical Plant Supervisor 12

The employee serves as supervisor with responsibility for directing the overall operation of a physical plant at a facility or office complex, or serve as an assistant to the physical plant superintendent at a large facility or office complex.

Position Code Title – Physical Plant Supervisor-2

Physical Plant Supervisor 13

The employee serves as a supervisor with responsibility directing the overall operation and maintenance of a physical plant at a large facility or office complex, typically including building maintenance, electrical and mechanical maintenance, grounds maintenance, and a power generating plant.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

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Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Oversees the construction, alteration, repair, and maintenance of state buildings and facilities.

Oversees the installation, maintenance, and repair of electrical, steam, water, and oversees the fire and safety and related building security sewerage systems.

Interprets and maintains the physical plant in compliance with applicable building, health, safety, fire, and environmental codes and regulations; initiates required corrective actions as necessary.

Composes correspondence, keeps records, and prepares materials related to the work.

Oversees the operation and maintenance of engines, boilers, and other mechanical equipment used to generate steam or electrical power.

Inspects in-house and contracted-out work projects for conformance with job specifications, applicable building codes, and standards.

Oversees the fire and safety and related building security measures.

Inspects buildings, grounds, and facilities for proper maintenance, needed repairs, and improvements.

Participates in the planning of building remodeling, alteration, or maintenance projects with agency management; develops budget for physical plant.

Prepares drawings and specifications for proposed project; estimates materials, time, and labor costs for project; and requests funding.

Requisitions materials, supplies, and equipment for project.

Prepares and submits recommendations for improvements to management on a regular basis.

Oversees the grounds maintenance and landscaping activities.

Formulates policies, procedures, and guidelines for physical plant employees.

Directs building custodial services.

Plans, develops, and implements ongoing skills training and preventive maintenance programs.

Directs automotive vehicle maintenance and motor pool operation.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 12-level and thorough knowledge is required at the 13-level.

Knowledge of the principles, methods, practices, machines, tools, equipment and work aids used in various building construction and building maintenance trades.

Knowledge of the installation, operation, maintenance, and repair of motors, engines, boilers, generators, pumps, pressure systems, water systems, and other electrical and mechanical equipment and systems.

Knowledge of the methods used in building construction, alteration, maintenance and repair, and applicable building standards and codes.

Knowledge of the costs, qualities, adaptability's and uses of various building materials, supplies, and equipment used in building construction and maintenance work.

Knowledge of the occupational, safety, and health hazards associated with building trades work and the precautionary and preventive measures.

Knowledge of the requirements for planning, organizing, and coordinating physical plant maintenance programs.

Knowledge of equal employment opportunity and affirmative action practices relative to personnel situations.

Knowledge of personnel policies and procedures.

Knowledge of labor relations and appropriate labor contracts.

Knowledge of budget preparation and capital outlay.

Ability to estimate time, labor, and material costs and prepare operating budget.

Ability to plan, coordinate, and direct the overall operation and maintenance of a physical plant.

Ability to plan, design, and layout work projects.

Ability to prepare drawings and specifications.

Ability to train, supervise, and coordinate the work of skilled, semi-skilled, and unskilled workers and their supervisors in the operations and maintenance of a physical plant facility.

Ability to communicate effectively with others, both verbally and in writing.

Ability to monitor and evaluate programs and organizational performance in order to assess efficiency and effectiveness.

Ability to maintain favorable relations.

Working Conditions

Some jobs require an employee to work on high structures.

Some jobs require an employee to work outdoors.

Some jobs require direct contact with prisoners and patients.

Some jobs require an employee to work in tunnels and crawl spaces.

Some jobs are located in a correctional facility or mental health facility.

Physical Requirements

The job duties require an employee to bend, stoop, reach, or stand for extended periods.

The job duties require an employee to climb ladders.

The job duties require an employee to move heavy objects.

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Education

Educational level typically acquired through completion of high school.

Experience

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Five years of experience as a power plant operator or maintenance mechanic, two years of which includes overseeing power plant operations or maintenance mechanics involved in the operation, installation, mechanical maintenance, and/or repair of electrical and mechanical building equipment and systems.

OR

Two years of experience as a supervisor of two or more skilled building trades, including building construction, alteration, maintenance, and/or repair.

Physical Plant Supervisor 13

One year as a physical plant supervisor responsible for directing or assisting in directing the overall operation and maintenance of a physical plant at a facility or building complex.

OR

Two years of experience as a power plant supervisor, or maintenance mechanic supervisor involved in the supervision of the operation, installation, mechanical maintenance, and/or repair of electrical and mechanical building equipment and systems.

OR

Three years of experience as a supervisor of two or more skilled building trades, including building construction, alteration, maintenance, and/or repair.

Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
PHYPLTSPV	Physical Plant Supervisor

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Physical Plant Supervisor-1	PHYPSPV1	NERE-072
Physical Plant Supervisor-1-PP	PHYPSPV1	NERE-018P
Physical Plant Supervisor-2	PHYPSPV2	NERE-074
Physical Plant Supervisor-2-PP	PHYPSPV2	NERE-019P

ECP Group 3
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